

# NEBRASKA COMMISSION ON LAW ENFORCEMENT AND CRIMINAL JUSTICE

## OPERATING INSTRUCTION NUMBER 1

January 27, 2012

### WRITTEN DIRECTIVES

**PURPOSE:** To authorize the publication of written directives.

1. **SCOPE:** Applicable to Commission members and agency staff.
2. **GENERAL:** Successful management results when direction is provided in writing and made easily accessible to all personnel for clear understanding. This instruction formally authorizes the publication of written directives and prescribes procedures.
3. **AUTHORIZED PUBLICATIONS:**
  - A. **Rule and Regulation (R&R)**
    - i. Used when the purpose is to implement, interpret, or make specific a law administered by the Commission which affects agencies external to the Commission.
    - ii. The Governor's Policy Research Office is to be notified in advance of the intent to draft a new rule and regulation or to propose substantive changes to existing rules and regulations.
    - iii. Requires a public hearing, approval by the Commission, Governor, Attorney General, Secretary of State and filing with the Revisor of Regulations. Distribution will be made to Commission members, agency staff, and others as appropriate.
  - B. **Operating Instruction (OI)**
    - i. Used when the purpose is to prescribe a significant policy or procedure directives upon the agency staff, sub-grantees, other agencies or the public.
    - ii. Does not require a public hearing. Requires Commission approval with distribution to the Commission, agency staff, and others as appropriate.

**C. Staff Memorandum (SM)**

- i. Used when the purpose is to prescribe an administrative policy or procedure governing the agency staff. Requires Executive Director approval with distribution to the agency staff.
- ii. The Training Center may develop internal policies and procedures to prescribe internal procedures and to implement Commission directives. Requires Training Center Director and Executive Director approval with distribution to the Training Center staff.

**4. AUTHENTICATION:**

- i. Directives will be signed by the Executive Director except Training Center internal policies and procedures which will be signed by the Training Center Director.
- ii. The Executive Director shall review all existing Staff Memorandums and Operating Instructions and may propose any changes he/she considers necessary.

- 5. INITIATION:** The Executive Director shall appoint a standing committee of staff members, at least one of whom shall be a Training Center employee. This committee (known as the SMOI Committee) shall meet periodically to review and update the agency's staff memorandums and operating instructions. Revisions to existing SM's or OI's or the development of new ones shall be coordinated by the SMOI Committee with affected staff members and the Executive Director.

Revisions to existing R&R's or the development of new R&R's shall be drafted by appropriate agency staff as designated by the Executive Director.

- 6. DISTRIBUTION:** All written directives, including Training Center internal policies and procedures, shall be maintained by the Administrative Secretaries in Lincoln and Grand Island. Rules and Regulations and Operating Instructions shall be posted to the Crime Commission portal and website. Staff Memorandums shall be posted to the Crime Commission portal. In addition, staff in Grand Island shall each receive copies of Training Center internal policies and procedures.

When revisions are made to existing written directives or new directives are developed, notice will be sent via e-mail to all staff members

7. **FORMAT:** R&R's are required to follow a designated format provided by the Revisor of Regulations, Secretary of State Office. R&R's shall be filed with the Attorney General, Governor, and Secretary of State, Revisor of Regulations. Each Operating Instruction and Staff Memorandum will be created using a standardized format and signed by the Executive Director

Michael E. Behm  
Executive Director

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Distribution: Commission members and agency staff.  
Revises: OI#1 dated July 28, 1995